



PLEASE COMPLETE USING BLOCK CAPITALS **Important:** Please read the terms and conditions overleaf

Is this an extension of a current Keepsafe?

Yes

No

Please send completed forms including a copy of your photo ID and proof of address, (see Terms & Conditions overleaf).

I request that all post addressed to:

Address

Postcode

Tel. (home)

Tel. (work)

Email

be retained by Guernsey Post from

to

inclusive

day

month

year

day

month

year

ALL PERSONS WANTING THEIR POST RETAINED MUST SIGN HERE (A parent or guardian should sign for a child below the age of 16)

Title (Mr, Mrs, Miss, Ms.)	Initial	Surname	Signature

Your post will be delivered as addressed at the end of the period. If you return to your address before the date given, please let us know so that we can deliver your post in the normal way. You may have a considerable amount of post and require it to be delivered to an alternative address. Please provide details below.

I request that all post be delivered to:

Postcode

Contact number

Total amount paid £

You will receive notification of your Keepsafe service to your current address.
7 working days notice should be given before you want Keepsafe to commence.

Terms and Conditions

- Post can be held for a maximum of 6 months.
- Photo identification is required, i.e.: passport, driving licence or Photo ID card.
- Proof of address is required, e.g. a recent utility bill (no more than 3 months old).
- Post can be held for more than one person at the same address provided their details and signatures are included on the application form.
- All types of post can be held.
- Completed forms should be handed in or posted (including a copy of your photo ID and proof of address), with your payment, to Guernsey Post 7 working days before the Keepsafe is required to begin.
- A £15.00 set-up fee is included in the price of setting up a new Keepsafe instruction.
- To extend the Keepsafe period beyond your original instruction, you need to submit a new form to Guernsey Post at least 7 working days before the expiry date.
- If you are unable to give 7 working days notice for an extension, it may result in another £15.00 set-up fee being charged.
- Unless you specify otherwise, all your held post will be delivered on the first delivery day after the agreed period. Normal deliveries will also resume from that day.
- Businesses with multiple addressees will be quoted a price on application. Please contact Customer Services for further information.

Prices for opening a new Keepsafe service

(including non-refundable set up fee of £15.00)

Weeks	Cost
2	£25.00
3-4	£35.00
5-6	£45.00
7-12	£55.00
Up to 4 months	£60.00
Up to 5 months	£65.00
Up to 6 months max	£70.00

Prices for renewing an existing Keepsafe service

Weeks	Cost
2	£10.00
3-4	£20.00
5-6	£30.00
7-12	£40.00
Up to 4 months	£45.00
Up to 5 months	£50.00

Privacy Promise Please be assured that we will treat your personal information with the utmost care and will never sell it to other companies or use it other than as stated in our privacy promise. The personal information you provide us is used primarily to deal with your enquiries or provide the service and products you request.

You can find further details of our privacy promise at www.guernseypost.com/data-protection-policy

Official use only

Received by

Processed by

I.D. provided

Proof of Address